



PIEDMONT TRIAD REGIONAL COUNCIL

TITLE: Housing Section 8 Intake Specialist

CATEGORY: Housing Services

EOE STATEMENT: We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

CLOSE DATE: Job posting will remain open until filled.

DESCRIPTION: PTRC seeks a detail oriented, self-directed learner, and independent operator to fill a core position in the Community Development department. This position will perform administrative work for the Housing program to include preparation of correspondence, forms, and reports; creation/maintenance of databases; maintenance of files, and other general office duties including back-up reception functions and intake in one or more of the four PTRC Section 8 counties. Periodic assistance with on-site inspections may be required.

POSITION REQUIREMENTS: Individual should have working knowledge of modern office practices, procedures, equipment, and various computer products, including Microsoft programs. Position requires attention to detail, ability to learn independently, and multi-tasking is frequent. Skills and abilities include strong written and verbal communication skills, the ability to exercise tact and courtesy, and the ability to maintain confidentiality. Preference given to candidates with knowledge of housing quality standards, as well as, Section 8 program guidelines. Education and/or formal training beyond a high school diploma is considered best suited for the work. Examples of education and training expected are business and/or computer courses and two years of experience in administrative support and office management duties. An equivalent combination of education and experience sufficient to provide the required knowledge, skills, and abilities may be considered. Individual must pass pre-employment drug screen and background check. Valid NC driver's license required.

ABOUT THE ORGANIZATION: The Piedmont Triad Regional Council is the Lead Regional Organization that collaborates with the local leaders of the 12 county Piedmont Triad region to implement creative regional solutions with the mission to improve the lives of the community. The PTRC accomplishes its mission through seven programs that include the Area Agency on Aging, Criminal Justice Systems Administration, Economic Development, Community Development, Management Services, Regional Planning, and Workforce Development. The PTRC hires and retains staff that is at the top of their field.

SALARY RANGE: Salary \$31,420 annually. PTRC offers competitive salary and excellent benefits including Local Governmental Employees Retirement System (LGERS).

EXEMPT/NON-EXEMPT: Non-Exempt

FULL-TIME/PART-TIME: Full-Time

LOCATION: Kernersville

For more information on job postings please visit <https://www.ptrc.org/about/job-openings-careers>